



Form Instructions

Pre-Election Report - Political Committees

Form ATX.7PAC

The Pre-Election Report by Political Committees must be completed by any political committee that accepts contributions that total more than \$2,500; or makes expenditures that total more than \$1,000 during the period beginning the 9th day before the date of an election and ending at 5 p.m. on the day before the date of an election. The report must be filed with the City Clerk no later than 5 p.m. on the first business day after each date that one or both of the reporting thresholds are met.

Electronic Filing of ATX.7PAC Data

The Pre-Election Report must be filed electronically using the fillable PDF form provided by the City Clerk's Office. The form should be delivered to the City Clerk's Office electronically on a flash drive. Submitting the Pre-Election Report and associated schedules as instructed fulfills the requirement to provide a structured data file. Fillable PDF forms must be received by the City Clerk in the provided format. Printed and scanned, or otherwise modified, copies of the fillable PDFs will render the data unreadable and the City Clerk will be required to reject the submitted data. Email submission of the fillable PDFs is not permitted at this time.

Required fields are highlighted in red below. Failure to complete a required field will result in the data file being rejected by the City Clerk.

Per City Code Chapter 2-2-26, the City Clerk will reject data files that do not comply with formatting and data consistency requirements. Acceptance of a paper form does not indicate acceptance of the data file. For each submitted fillable PDF, a validation report will be generated and provided to the filer within one business day, indicating acceptance or rejection of the data file.

The Pre-Election Report by Political Committees consists of a coversheet and two Schedules:

- Schedule ATX.7A: Pre-Election Report of Contributions
- Schedule ATX.7F: Pre-Election Report of Expenditures

Page 1: ATX.7PAC Coversheet Committee Information

- 1. Committee Name:** The political committee's name. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
- 2. Committee Address:** The committee's street or mailing address, including city, state, and zip code.
- 3. Committee Treasurer Name:** The full name of the committee's treasurer.
- 4. Committee Treasurer Address:** The mailing or street address, including city, state, and zip code, of the committee's treasurer.
- 5. Reporting Period:** The date on which the reporting period for this report starts, and the date on which the reporting period for this report ends. Enter all dates in the format *yyyymmdd*. *These fields are required. A blank value in these fields will result in an error that will cause the data file to be rejected.*



Form Instructions

Pre-Election Report - Political Committees

Form ATX.7PAC

Page 2: ATX.7PAC Coversheet Affidavit

6. Schedules Attached: Identifies the schedule type(s) attached to the coversheet. Check all boxes that apply.

Affidavit: Signature of filer. Upon receipt of the fillable PDF, the City Clerk will print a paper copy of the form for the filer to sign.

Page 3: Schedule ATX.7A Contribution Information

For each contribution accepted by the committee during the reporting period, the following information must be provided. If the committee has no contributions to report, leave this page blank.

1. Contributor Name: The contributor's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). For Individuals, check the box next to "Contributor is an individual". *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

2. Contributor Address: The contributor's street or mailing address, including city, state, and zip code. *These fields are required. A blank value in these fields will result in an error that will cause the data file to be rejected.*

Contributor Employer and Occupation: If the contributor is an individual, provide the contributor's employer and occupation. *If the contribution amount is \$200 or more, the Contributor Employer and Occupation field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

3. Contribution Details: For each contribution, the following information must be provided:

a. Contribution Date: The date on which the contribution was accepted. Enter all dates in the format *yyyymmdd*. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

b. Contribution Amount: The amount of the contribution, or the market value of an in-kind contribution. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

c. In-Kind Contribution Description: For an in-kind contribution, a description of the contribution.

To add additional contributions, click the "Add Another Contribution Page" on the lower left-hand side of the form.



Form Instructions

Pre-Election Report - Political Committees

Form ATX.7PAC

Page 4: Schedule ATX.7F Expenditure Information

For each expenditure made by the committee during the reporting period, the following information must be provided. If the committee has no expenditures to report, leave this page blank.

To report a Direct Campaign Expenditures as defined in City Code 2-2-31, use form ATX.1: Report of Direct Campaign Expenditures.

1. **Payee Name:** The payee's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). For individuals, check the box next to "Payee is an individual". *The Payee Name field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
2. **Payee Address:** The payee's street or mailing address, including city, state and zip code. *These fields are required. A blank value in these fields will result in an error that will cause the data file to be rejected.*
3. **Expenditure Details:** For each expenditure, the following information must be provided:
 - a. **Category:** The category code of goods, services, or other thing of value for which an expenditure is made. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
 - b. **Expenditure Amount:** The amount of the payment. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*
 - c. **Description:** If the category code is "Other," a description of the category of goods, services, or other thing of value for which an expenditure is made.
 - d. **Expenditure Date:** The date on which the payment was made. Enter all dates in the format *yyyymmdd*. *This field is required. A blank value in this field will result in an error that will cause the data file to be rejected.*

To add additional expenditures, click the "Add Another Expenditure Page" on the lower left-hand side of the form.